



Volunteer Training



1. Location

- The Pantry is located in the rear of Founder's Hall. A member of the Counseling staff will open the Pantry for you before your volunteer session begins.
- When you are done, we ask that you lock the doors.

2. Forms

As a volunteer,
you must sign a
Confidentiality Form
and place it in the folder
inside the Pantry.

Confidentiality Agreement

As a volunteer of The Food Pantry @ Tunxis, I agree to maintain the privacy and confidentiality of any and all personal information of users. I recognize the value and sensitivity of confidential information, and I agree not to copy, discuss, or otherwise disclose any participant information to anyone who does not have official responsibilities regarding that information of the food pantry. I agree to keep all participant information completely confidential for an indefinite period of time, even after I am no longer volunteering with the food pantry. I understand that failure to comply with this policy will result in my immediate dismissal as a volunteer.

Signature

Date

2. Forms (continued)

Students who come to use the Pantry must fill out two forms: **Intake Form** and **Hold Harmless Agreement**. These should be stapled and placed in the folder marked, “Member Forms” inside the Pantry.

The Pantry @ Tunxis 
Intake Form

Name _____
ID# _____
Full-time student _____ Part-time student _____
Age _____ Male _____ Female _____ Veteran _____
Family size: Adults _____ Children _____
Phone # (optional) _____
E-mail (optional) _____

Hold Harmless Agreement

The Pantry @ Tunxis acts as an intermediary between donors and students seeking assistance. We disclaim all liability which may result from the consumption of food or use of any donated item provided. This disclaimer includes, but is not limited to, any sickness, injury or death that may result from the receipt of goods or food or consumption of contaminated food, spoiled food, or tainted food.

I have read the above Hold Harmless Agreement in its entirety and fully understand the same. I hereby agree to hold The Pantry @ Tunxis harmless from injury, illness, or death that may result from the receipt, use, and/or consumption of the food provided to me.

Signature

Date

3. Procedure for New Members

- I. When a person comes to the Pantry, ask for their **Student ID** to verify that they are a Tunxis student. Have them fill out the two required forms. Write the date of their visit on the back of the form.
- II. Show them what is available for them to take. Pull out plastic bins on bottom shelf which hold items not on the shelves.
- III. Give them a reusable bag, and inform them that they may take **up to 10** items. Let them choose what they need on their own.
- IV. Inform them that they may use the Pantry twice a month.

4. Procedure for Repeat Customers

- I. If a student has been to the Pantry before, pull their forms and note the date of the visit on the back.
- II. Follow same procedure as for new members.



While you wait for visitors...

You may sort through the items on the shelves for expiring products.

If you find items that are past their expiration date, please dispose of them.

Straighten the shelves as needed.





Thank you for viewing!

Have questions? Contact:

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